

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, March 06, 2017**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on **Monday, March 06, 2017** at the time of 7:00 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Mark A. Herak, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: John M. Bach, Public Works Director; Cecile Petro, Redevelopment Director; Susan Murovic of the Advisory Board of Zoning Appeals; and Ed Dabrowski, IT Consultant (Contact) were also present.

Guests. Judy Caddick, representative of the Highland Educational Foundation was also present.

General Substance of Matters Discussed or Proposed

1. **Discuss the ways and means and rationale for installing certain fully illuminated street signs.** The Town Council discussed the prospect of installing illuminated streetlights. The Clerk-Treasurer summarized the project by reviewing the memorialized electronic letter transmitted by the Public Works Director regarding the lights as well as the current appropriation in the Economic Development Local Income Tax (LIT) Fund.

The Public Works Director was delayed owing to a train. With leave from the Town Council, the Town Council President delayed further discussion of the street lights until the Public Works Director arrived.

The Town Council President reviewed the list of likely matters for the Plenary Business meeting of the Town Council for March 13. The Town Council President also asked for any matters that may be added.

2. **Request for Support of the Promotional Radio Program.** Councilor Zemen asked whether the Town Council could support or sponsor the radio program that Ed Dabrowski and he host on WJOB as the Town of Highland community report. Councilor Zemen further noted that the fee for the monthly time on air is two hundred dollars (\$200) each month. Councilor Zemen suggested that he could not continue to appeal to Ed Dabrowski (CBL Consulting) for the fee.

The Clerk-Treasurer expressed that this was not his budgetary preference, but explained that the Town Council has a language in its code of ordinances that supports promotion of town business or public relations. Therefore, if the Town Council acts to authorize the engagement as a promotional expense, such payments would not experience an audit exception.

There was no objection expressed to adding the matter authorizing the expenditure to the agenda for the plenary business meeting.

3. **Properties and Asset Relocation.** The Town Council discussed the desirability of relocating Public Works Facility and the Sharp Athletic Complex from their current locations in order to improve the development prospects for those parcels as part of

the general redevelopment plan for Kennedy Avenue, and to get a higher and better use for those sites as well.

The discussion included exploring locations in the current Industrial Park and also on farm land located next to Strack and Van Til's, between Cline Avenue and Kleinman Road.

There was no objection expressed for moving forward but it was noted that this could be taken up as part of the Town Council role as members of the Redevelopment Commission. Funding was not discussed.

4. **Highland Education Foundation.** Ms. Judy Caddick was acknowledged and invited to comment on the recently formed Highland Education Foundation. She indicated that its mission was to raise additional funds to support educators and impact education but not provide scholarships. Ms. Caddick also described some fundraising activities that were already undertaken, including a "Thank a Teacher" Program, and a forthcoming fundraiser, a "Trivia Night at the Elks Lodge" on April 22. It was noted that recently the foundation provided four \$500 grants for all four elementary schools, two of which were used as Community Book reading, and two others were for specific classroom projects.

The Town Council President indicated that the Town would be willing to cooperate on publicizing events in the monthly Town newsletter.

5. **Discuss the ways and means and rationale for installing certain fully illuminated street signs, continued.** With the Public Works Director available, the Town Council discussed the scope of such a project and the intersections that should be included in the project. The Public Works Director indicated that a cursory review of the fixtures suggested a price range of \$600 to \$1,000 each. He would seek quotes or bids if needed for the project. These prices did not include the mounting hardware or the actual installation itself.

It was noted that the Councilor Herak inquired about adding limited wayfinding information such as highlighting the Lincoln Community Center's location. The Town Council seemed to favor having the street sign names and the wayfinding to be separated.

The Town Council discussed the energy sources, including whether the lights would be fixed for solar. It was noted that the lighting would be illuminated by light emitting diode (LED) technology, which required much less energy than conventional illuminating technology.

With leave from the Town Council, Susan Murovic, of the Advisory Board of Zoning Appeals, suggested that solar energy could be desirable as powering the lights in the event of a conventional power loss.

The Town Council, the Public Works Director and the Redevelopment Director, discussed whether the current logo should be supplanted by another design. If so, it was noted that the lights should be delayed to be able to be constructed with the appropriate logo. This was discussed and aligned with the concept of "branding".

Several approaches were discussed. There seemed to be no evinced desire to explore a new logo or branding at this time. The Public Works Director indicated that he would prepare an appropriate specification and provide it for review.

6. **Downtown Parking Lot.** The Public Works Director sought Town Council guidance regarding whether any resources should be committed to repair and maintenance for the downtown parking lot located at the southwest corner of the intersection of

Kennedy Avenue and Highway Avenue. The Public Works Director cautioned that the needed repairs such as relining the parking spots and delineating the Bike trail to keep vehicles from encroaching may cost around \$75,000. The Public Works Director expressed a hope that the resources for this may be found in the Cumulative Capital Development Fund. The Town Council encouraged the project.

The Public Works Director also reported that the 2017 street-paving list would be forthcoming. It would be informed by the Transportation Asset Plan that was developed as a requirement of eligibility to receive Local Road and Bridge Matching Grant funds. A list would be provided ordering the streets by a need according to the metrics in the plan.

7. **Building and Inspection Department Laptops.** The IT Consultant (Contract) reported that the laptops used in the three building and inspection vehicles were in need of replacement. He shared that he did not run asking about this by the Building Commissioner but was aware of the need to replace them. The IT Consultant also noted that the Building Commissioner was discussing ways to fund replacing the existing vehicles. The IT Consultant opined that the Building and Inspection Department nor the Information Communications Technology (ICT) Fund budgets were not approved to include the cost of the laptops, which he estimated would cost \$6,000 to replace.

The Town Council President suggested that he would welcome an inquiry presented by the Building Commissioner.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, March 06, 2017**, was adjourned at 7:31 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer